

SMALL BUSINESS TRAINING

by

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DOD Small Business Improvement Plan

- Highlights of DOD Letter of May 16 2001 Subject: Small Business Program Reinvention:
 - **Commitment to Sustained Program Performance Improvements by :**
 - **Greater level of program understanding (annual training)**
 - **Accountability**
 - **Senior Management Support**

- **Performance Targets FY 02-06. The targets are based on 2000 performance data except for HUBZone goals and Service Disabled Veteran Owned Small Business.**
- **Biannual Reports; annual rating and awards for outstanding efforts**
- **DOD, military departments will develop and execute small business improvement plans.**

Navy Small Business Strategic Plan

- **Four Goals:**
 - **Focus on Growth and Use of the Nation's Industrial Base**
 - **SADBU will play an essential role in acquisition planning to achieve customer objectives**
 - **Encourages risk taking and pursuit of innovative solutions**
 - **Maximize marketing opportunities and optimize counseling resources for small businesses**

NAVFAC STRATEGIC PLAN FY 02-06

- Cost Effectiveness**
- Improve Safety**
- Greater Naval Construction Force Capability**
- Integrated Technology Solutions**
- Improved Performance of Small Business Program**

NAVFAC Small Business Improvement Plan

- **Improve business line program involvement and support of program targets and initiatives through training and assigning a target to each program.**
- **Identify small business program areas where targets are not achieved and provide outreach and training directed toward the underutilized industry segment and the appropriate small business groups.**

- **Improve small business awareness of opportunities and programs through enhanced web presence.**
- **Develop a pilot program that will allow NAVFAC to improve, streamline the reporting and measurement of prime and subcontract opportunities.**

NAVFAC Initiatives

- NAVFAC has initiated proposed legislation to put the prime and subcontracting goals together to really reflect how many dollars are going to small business, and would allow us to track on a program level.
- We have two sets of targets, one for prime and one for subcontracting. We report on both as we have large prime that have subcontracting requirements.

The Secretary of the Navy assigns responsibilities for small business program targets to each head of the contracting activity. The FY 03 small business targets assigned to the Atlantic Division are as follows:

PRIME CONTRACTING

Small Business	39.9%
Small Disadvantaged Business	15.4%
Women Owned-Small Business	5.1%
HUBZone Business	3.0%
Service Disabled Owned Small Business	3.0%
Historically Black Colleges and Minority Institutions	1.2% (per cent of awards to higher institutions)

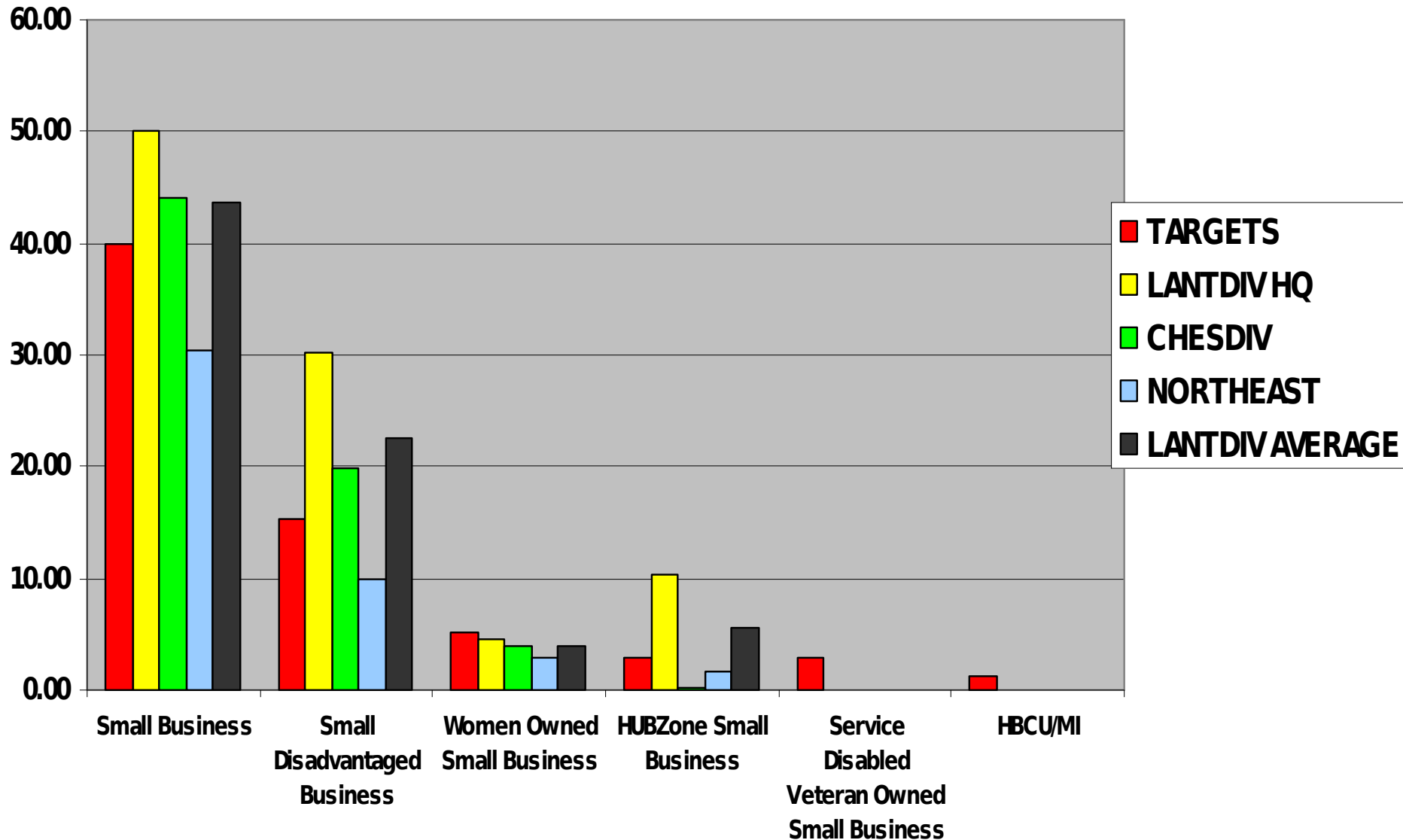
SUBCONTRACTING

Small Business	65%
Small Disadvantaged Business	14.8%
Women Owned-Small Business	14.4%
HUBZone Business	3.0%
Service Disabled Owned Small Business	3.0%

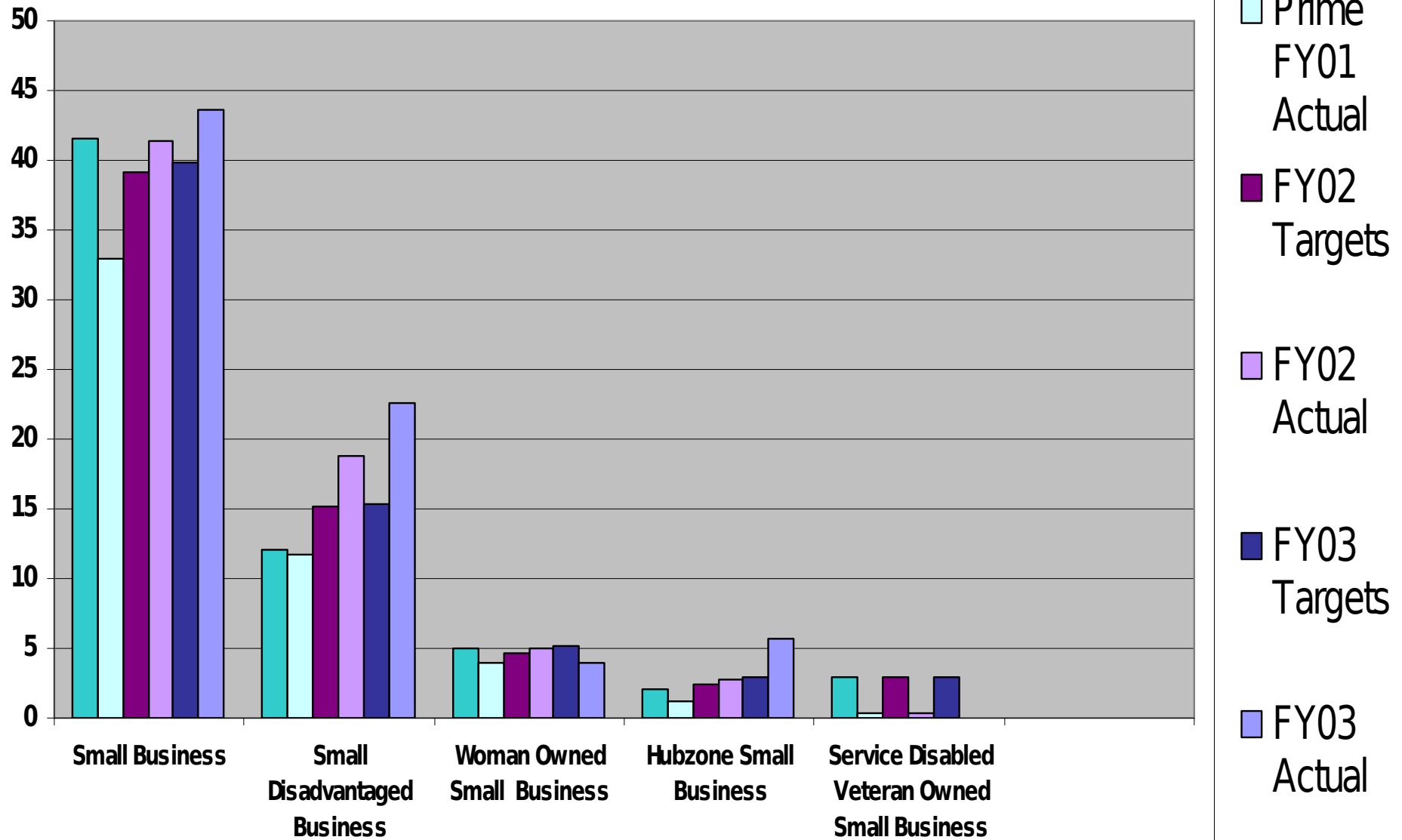
In addition to the above, one of the goals of this command is to expand employment of persons who are Blind or Severely Disabled through procurement of services and commodities by the Federal Government from qualified nonprofit agencies employing people who are Blind or Severely Disabled. Using NISH counts toward meeting small business goals. NISH, formerly the National Industries for the Severely Handicapped, is the national nonprofit agency designated by the Committee for Purchase From People Who are Blind Or Severely Disabled to provide assistance to Community Rehabilitation Programs interested in obtaining federal contracts under the Javits-Wagner (JWOD) Program. Awarding a subcontract to NISH will count towards meeting small business goals. For more information on NISH, check out <http://www.NISH.org>.

Small Business Accomplishments October 2002 - January 2003

Percentage of Total Contract Dollars Awarded in each Small Business Category



Goals / Targets / Actuals (FY01, FY02, & FY03 Oct 02 - Jan 03)



Subcontracting Plan

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performance. It is further the policy of the United States that its prime contractors establish procedures to ensure the timely payment of amounts due pursuant to the terms of their subcontracts with small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.

(a) Except as stated in paragraph (b) of this section, Section 8(d) of the Small Business Act (15 U.S.C. 637(d)) imposes the following requirements regarding subcontracting with small businesses and small business subcontracting plans:

(1) In negotiated acquisitions, each solicitation of offers to perform a contract or contract modification, that individually is expected to exceed \$500,000 (\$1,000,000 for construction) and that has subcontracting possibilities, shall require the apparently successful offeror to submit an acceptable subcontracting plan. If the apparently successful offeror fails to negotiate a subcontracting plan acceptable to the contracting officer within the time limit prescribed by the contracting officer, the offeror will be ineligible for award.

(2) In sealed bidding acquisitions, each invitation for bids to perform a contract or contract modification, that individually is expected to exceed \$500,000 (\$1,000,000 for construction) and that has subcontracting possibilities, shall require the bidder selected for award to submit a subcontracting plan. If the selected bidder fails to submit a plan within the time limit prescribed by the contracting officer, the bidder will be ineligible for award.

(b) Subcontracting plans (see paragraphs (a)(1) and (2) of this section) are not required-

(1) From small business concerns;

(2) For personal services contracts;

(3) For contracts or contract modifications that will be performed entirely outside of any State, Territory, possession of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.

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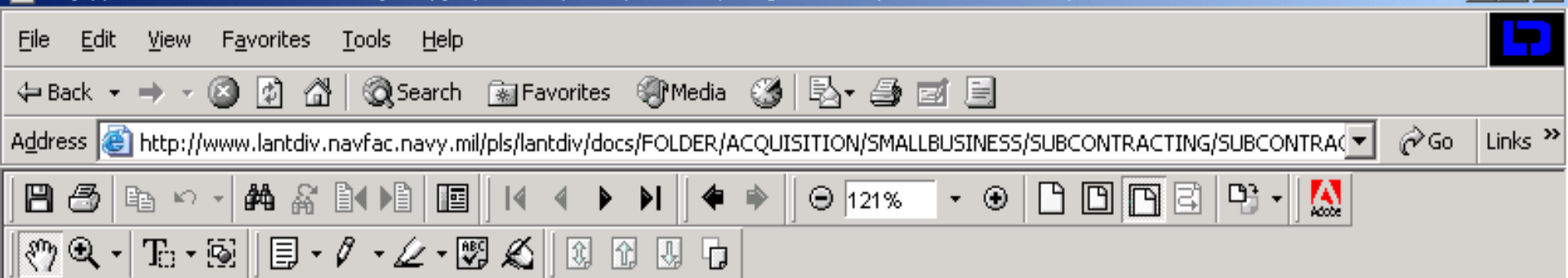
(\$1,000,000 for construction) and that has subcontracting possibilities, shall require the bidder selected for award to submit a subcontracting plan. If the selected bidder fails to submit a plan within the time limit prescribed by the contracting officer, the bidder will be ineligible for award.

(b) Subcontracting plans (see paragraphs (a)(1) and (2) of this section) are not required-

- (1) From small business concerns;
- (2) For personal services contracts;
- (3) For contracts or contract modifications that will be performed entirely outside of any State, territory, or possession of the United States, the District of Columbia, and the Commonwealth of Puerto Rico; or
- (4) For modifications to contracts within the general scope of the contract that do not contain the clause at 52.219-8, Utilization of Small Business Concerns (or equivalent prior clauses; e.g., contracts awarded before the enactment of Public Law 95-507).

(c) As stated in 15 U.S.C. 637(d)(8), any contractor or subcontractor failing to comply in good faith with the requirements of the subcontracting plan is in material breach of its contract. Further, 15 U.S.C. 637(d)(4)(F) directs that a contractor's failure to make a good faith effort to comply with the requirements of the subcontracting plan shall result in the imposition of liquidated damages.

(d) As authorized by 15 U.S.C. 637(d)(11), certain costs incurred by a mentor firm in providing developmental assistance to a protégé firm under the Department of Defense Pilot Mentor-Protégé Program, may be credited as subcontract awards to a small disadvantaged business for the purpose of determining whether the mentor firm attains a small disadvantaged business goal under any subcontracting plan entered into with any executive agency. However, the mentor-protégé agreement must have been approved by the-



The following, together with any attachments, is submitted as a Subcontracting Plan to satisfy the requirements of Federal Acquisition Regulations SUBPART 19.7. The following targets are proposed for the total contract including all option periods. This contract ☐ does ☐ does not contain option periods. (Use Attachment (2) for showing option periods.) Percentages may be rounded to nearest tenth of a percent.

1. a. Total Contract Value \$ *Including Options*

b. Total Subcontracted \$ % of 1.a.

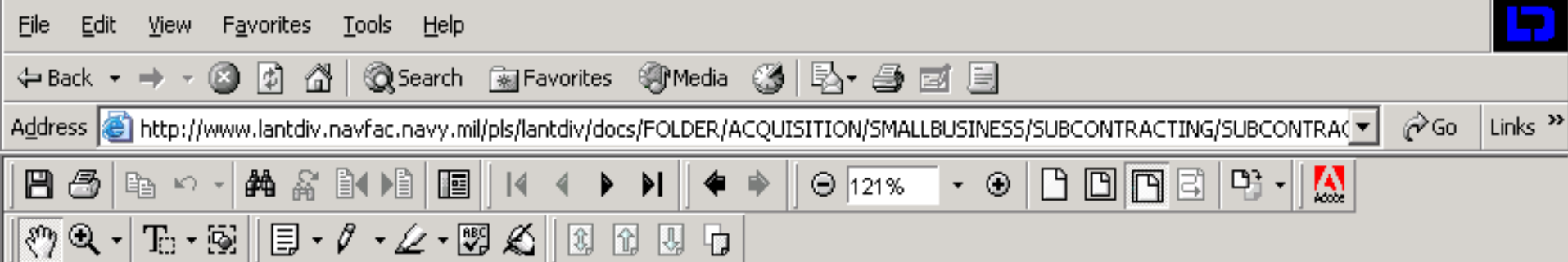
2. The following dollars and percentage targets are applicable to the contract cited above.

a. LB \$ % of 1.b.

Total planned subcontracting dollars under this contract will go to subcontractors who are large business concerns.

b. SB \$ % of 1.b. (a. + 2b=100% of 1.b.)

Total planned subcontracting dollars under this contract will go to subcontractors who are small business



2. The following dollars and percentage targets are applicable to the contract cited above.

a. LB \$ _____ % of 1.b.

Total planned subcontracting dollars under this contract will go to subcontractors who are large business concerns.

b. SB \$ _____ **65%** % of 1.b. (2a. + 2b=100% of 1.b.)

Total planned subcontracting dollars under this contract will go to subcontractors who are small business concerns and contracts awarded under the Javits Wagner O'Day Act Contracts (JWOD) to National Industries for the Severely Handicapped (NISH) and to National Industries for the Blind (NIB). This number includes all small businesses, including HUBZone, WOSB, SDB, VOSB, and SDVOSB concerns and HBCU/MI (2c, 2d, 2e, 2f, 2g and 2h below). Attach support rationale for goals less than 65%.

c. HUBZone \$ _____**3%** % of 1.b.

Total planned subcontracting dollars under this contract will go to subcontractors who are qualified HUBZone (historically underutilized business zone) small business concerns. Attach support rationale for targets less than 3% for FY 03, and 3.1% for FY 04. (Included in 2b above, as a subset.)

d. WOSB \$ _____**14.4%** % of 1.b.

Total planned subcontracting dollars under this contract will go to subcontractors who are women owned small business concerns. Attach support rationale for targets less than 14.4%. (Included in 2b, above, as a subset.)

e. SDB \$ _____**14.8%** % of 1.b.

Total planned subcontracting dollars under this contract will go to subcontractors who are SB concerns owned and controlled by socially and economically disadvantaged individuals. Attach support rationale for targets less than 14.8%. (Included in 2b, above, as a subset.)

f. VOSB \$ _____**3%** % of 1.b.

Total planned subcontracting dollars under this contract will go to subcontractors who are SB concerns owned and controlled by veterans. Attach support rationale for targets less than 3%. (Included in 2b, above, as a subset.)

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e. SDB \$ _____ % of 1.b.

Total planned subcontracting dollars under this contract will go to subcontractors who are SB concerns owned and controlled by socially and economically disadvantaged individuals. Attach support rationale for targets less than 14.8%. (Included in 2b, above, as a subset.)

f. VOSB \$ _____ % of 1.b.

Total planned subcontracting dollars under this contract will go to subcontractors who are SB concerns owned and controlled by veterans. Attach support rationale for targets less than 3%. (Included in 2b, above, as a subset.)

3%

g. SDVOSB \$ _____ % of 1.b.

Total planned subcontracting dollars under this contract will go to subcontractors who are SB concerns owned and controlled by service-disabled veterans. Attach support rationale for targets less than 3%. (Included in 2b. and 2f, above, as a subset.)

h. HBCU/MI \$ _____ % of 1.b.

Total planned subcontracting dollars under this contract will go to Historically Black Colleges and Universities or Minority Institutions as identified in FAR 26. (Included in 2b and 2e, above, as a subset.)

AN-EXAMPLE-OF-CALCULATION-OF-SMALL-BUSINESS-SUBCONTRACTING-TARGETS-IS-PROVIDED:

Total Contract Award Amount → **1a** → ...\$1,000,000

Total Projected Subcontracting Dollars → **1b** → ...\$200,000

Itemized List of Subcontracting Dollars:

Total Subcontracted to Large Business → **2a**
 → (100% - 65% = 35%) (\$200,000 × 35%) → 70,000

Total Subcontracted to Small Business
 (\$200,000 × 65%) → **2b** 130,000

Itemized List of Small Business Subcontracting:

Total to Other Small Business → 53,600
 (\$200,000 × 26.8%)

*Sample of computations
are found in the
Source Selection Criteria*

Total to Other Small Business → → → 53,600¶
(\$200,000 x 26.8%)¶

Total Small Disadvantaged Business¶ 2e 29,600¶
(\$200,000 x 14.8%) → → →

Total Women Owned Small Business¶ 2d 28,800¶
(\$200,000 x 14.4) → → →

Total HUBZone Small Business¶ 2c 6,000¶
(\$200,000 x 3%) → →

Total Veteran Owned Small Business¶ 2f 6,000¶
(\$200,000 x 3%) → → →

Total Service Disabled Veteran Owned Small Business¶ 2g 6,000¶
(\$200,000 x 3%) → →

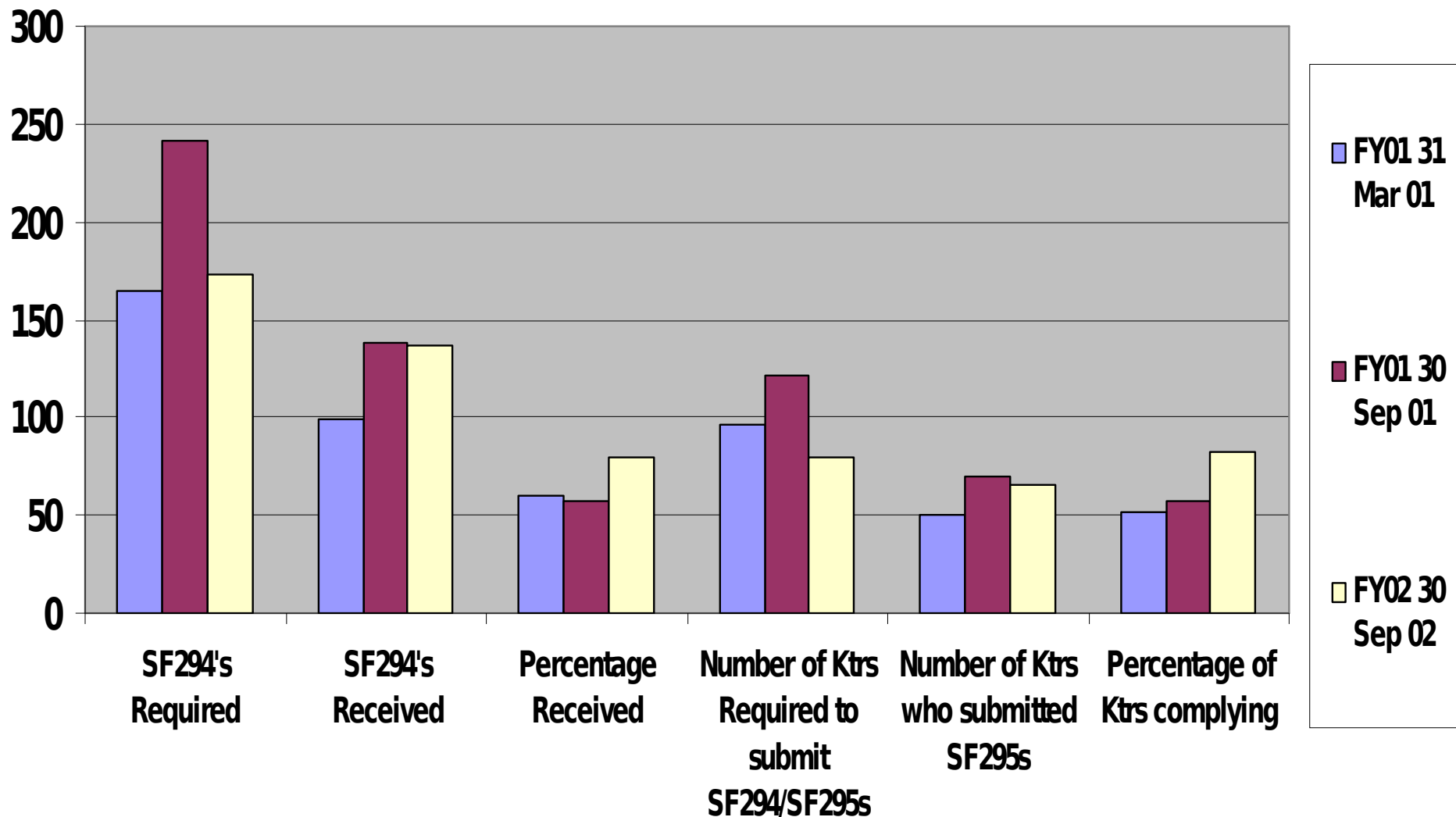
Total Subcontract to Small Business → → 2b 130,000¶

Subcontracting Plan

Tips

- Subcontracting plans MUST be reviewed and signed prior to award.
- Approved plans MUST be incorporated into the contract.
- The KO is responsible for reviewing the SF294/295 reports to ensure that subcontracting goals are being met.
- If goals are not met, the KO should ensure that adequate justification is provided and if not, that Liquidated Damages are assessed.

Receipt of Subcontract Reports



Subcontract Reporting

- Submittal of SF294/SF295 are required on all contracts containing a subcontracting plan (\$500,000, \$1,000,000 for construction).
- Due 30 days after the close of the reporting period.
 - March 31
 - Sept 30

SF294

- SF294s are required when due for each contract, regardless if there has been any subcontracting activity since the inception of the contract or since the previous reporting period.
- Task Orders issued under one contract number should be reported on one SF294, a separate SF294 should ***not*** be provided for each task order.

Review of the SF294

- Block 10a through 16 should include the dollar and percents from the subcontracting plan approved for the contract award or goals as ***revised*** as a result of a contract modification.
- If the original goals agreed upon at contract award have been revised, original goals should be entered in Block 17 under “Remarks” (error - back of the form indicates Block 16).

TYPE	CURRENT GOAL		ACTUAL CUMULATIVE	
	WHOLE DOLLARS	PERCENT	WHOLE DOLLARS	PERCENT
10a. SMALL BUSINESS CONCERNS (Include SDB, WOSB, HBCU/MI, HUBZone SB, and VOSB (Including Service-Disabled VOSB)) (Dollar Amount and Percent of 10c.)				
10b. LARGE BUSINESS CONCERNS (Dollar Amount and Percent of 10c.)				
10c. TOTAL (Sum of 10a and 10b.)		100.0%		100.0%
11. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS (Include HBCU/MI) (Dollar Amount and Percent of 10c.)				
12. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS (Dollar Amount and Percent of 10c.)				
13. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI) (If applicable) (Dollar Amount and Percent of 10c.)				
14. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS (Dollar Amount and Percent of 10c.)				
15. VETERAN-OWNED SMALL BUSINESS CONCERNS (Including Service-Disabled Veteran-Owned SB Concerns) (Dollar Amount and Percent of 10c.)				
16. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS (Dollar Amount and Percent of 10c.)				
17. REMARKS				

- The amounts under “Actual Cumulative” should have the actual subcontract achievements (dollar and percent) from the ***inception*** of the contract through the date of the report shown in Block 4.
- The SF294 should be looked at by the ACO/Contracting Officer to ensure that goals are being met, ***and if not why not***.
- Block 17 should include a short explanation to address accomplishments falling below projected goals. If there is no explanation, a letter inquiring why should be sent to the contractor. Sample letters are on the LANTDIV Intranet site.

SF 295s

- SF-295 data is entered via the Internet directly into the DIOR (Directorate for Information Operations and Reports) database that is physically located at the Pentagon and is viewed at the National level.
- A “Final” report should be checked only if the contractor has completed *all* the contracts containing subcontracting plans awarded by the agency to which it is reporting.
- A “Revised” report is a change to a report previously submitted for the same period.

(See instructions on reverse)

Expires: 09/30/2003

Public reporting burden for this collection of information is estimated to average 15.9 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVP), Acquisition Policy Division, GSA, Washington, DC 20405.

1. CORPORATION, COMPANY OR SUBDIVISION COVERED

a. COMPANY NAME

b. STREET ADDRESS

c. CITY

d. STATE

e. ZIP CODE

2. CONTRACTOR IDENTIFICATION NUMBER

3. DATE SUBMITTED

4. REPORTING PERIOD:

☐ OCT 1 -
MAR 31☐ OCT 1 -
SEPT 30

YEAR

5. TYPE OF REPORT

☐ REGULAR☐ FINAL☐ REVISED

6. ADMINISTERING ACTIVITY (Please check applicable box)

ARMY

DEFENSE CONTRACT MANAGEMENT AGENCY

DOE

NAVY

NASA

OTHER FEDERAL AGENCY (Specify)

AIR FORCE

GSA

7. REPORT SUBMITTED AS (Check one)

PRIME CONTRACTOR

SUBCONTRACTOR

BOTH

INDIVIDUAL

COMMERCIAL PRODUCTS

8. TYPE OF PLAN

IF PLAN IS A COMMERCIAL PLAN, SPECIFY THE PERCENTAGE OF THE DOLLARS ON THIS REPORT ATTRIBUTABLE TO THIS AGENCY.

9. CONTRACTOR'S MAJOR PRODUCTS OR SERVICE LINES

a

b

CUMULATIVE FISCAL YEAR SUBCONTRACT AWARDS

(Report cumulative figures for reporting period in Block 4)

- If a prime contractor/subcontractor is performing work for more than one Federal agency, a separate report shall be submitted to each agency covering only that agency's contracts (Note that DoD is considered to be a single agency).
- For DoD, a consolidated report should be submitted for all contracts awarded by military departments/agencies and/or subcontracts awarded by DoD prime contractors. However, DoD contractors involved in construction and related maintenance and repair must submit a separate report for each DoD component, i.e., Navy/NAVFAC.

Review of SF295

- Entries in blocks 10a through 16 must include all subcontract awards resulting from contracts or subcontracts, ***regardless of dollar amount, received from the agency to which this report is submitted.***
- If reporting as a subcontractor, report all subcontracts awarded under prime contracts.
- Report should include only those dollars ***subcontracted this fiscal year for the period indicated in Block 4.***

- Recommend having the contractor include a list of all contracts utilized in computing the data for the report in Block 17/attached sheet.
- The instructions on the back of the SF295 do not require this information. This will assist you in reviewing the SF295 for accuracy.

CUMULATIVE FISCAL YEAR SUBCONTRACT AWARDS
(Report cumulative figures for reporting period in Block 4)

TYPE	WHOLE DOLLARS	PERCENT (To nearest tenth of a %)
10a. SMALL BUSINESS CONCERNS <i>(Include SDB, WOSB, HBCU/MI, HUBZone SB, and VOSB (including Service-Disabled VOSB)) (Dollar Amount and Percent of 10c.)</i>		
10b. LARGE BUSINESS CONCERNS <i>(Dollar Amount and Percent of 10c.)</i>		
10c. TOTAL <i>(Sum of 10a and 10b.)</i>		100.0%
11. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS <i>(Include HBCU/MI) (Dollar Amount and Percent of 10c.)</i>		
12. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS <i>(Dollar Amount and Percent of 10c.)</i>		
13. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI) <i>(If applicable) (Dollar Amount and Percent of 10c.)</i>		
14. HUBZONE SMALL BUSINESS (HUBZone SB) CONCERNS <i>(Dollar Amount and Percent of 10c.)</i>		
15. VETERAN-OWNED SMALL BUSINESS (VOSB) CONCERNS <i>(Including Service-Disabled VOSB Concerns) (Dollar Amount and Percent of 10c.)</i>		
16. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS <i>(Dollar Amount and Percent of 10c.)</i>		
17. REMARKS		

16. Percent

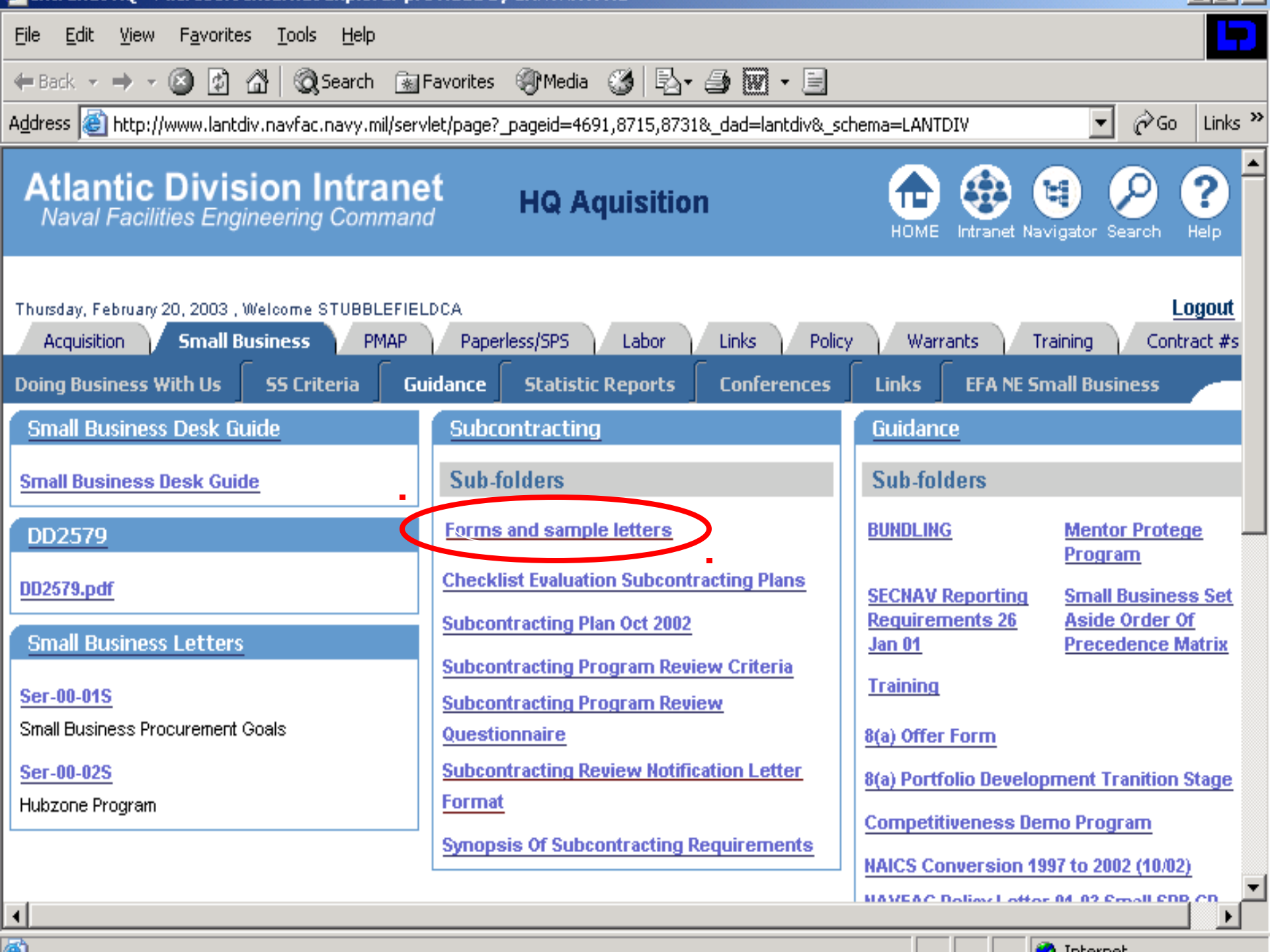
18. CONTRACTOR'S OFFICIAL WHO ADMINISTERS SUBCONTRACTING PROGRAM

NAME

h	TITLE
---	-------

TELEPHONE NUMBER

- FAR Subpart 19.7 - The Small Business Subcontracting Program definitions and requirements
- NAPS 5219.705 – Responsibilities of the contracting officer under the subcontracting assistance program.
- FAR 52.219-16 Liquidated Damages – Subcontracting Plan
- Warning LD Letters are located on the LANTDIV Intranet site.



Atlantic Division Intranet

Naval Facilities Engineering Command

HQ Aquisition



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DD2579

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Small Business Letters

[Ser-00-01S](#)
Small Business Procurement Goals

[Ser-00-02S](#)
Hubzone Program

Subcontracting

Sub-folders

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- [Checklist Evaluation Subcontracting Plans](#)
- [Subcontracting Plan Oct 2002](#)
- [Subcontracting Program Review Criteria](#)
- [Subcontracting Program Review Questionnaire](#)
- [Subcontracting Review Notification Letter Format](#)
- [Synopsis Of Subcontracting Requirements](#)

Guidance

Sub-folders

BUNDLING	Mentor Protege Program
SECNAV Reporting Requirements 26 Jan 01	Small Business Set Aside Order Of Precedence Matrix
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8(a) Offer Form	
8(a) Portfolio Development Transition Stage	
Competitiveness Demo Program	
NAICS Conversion 1997 to 2002 (10/02)	
NAVFAC Policy Letter 04-02 Small SDB CD	

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DD2579 Tips

- Follow the Set-Aside Precedence Matrix
- Provide adequate justification for not following the Matrix
- Use PRO-Net as a source for your recommendation
- Include enough information in the description of work to adequately identify available source, past history, etc.
- Submit to Code 09W ***prior to publishing the solicitation announcement through ESOL or the FedBizOps***

DD2579

- Required for all acquisitions over \$10,000.
- Per NAVFAC policy guidance of 29 December 2000, all acquisitions over \$10,000 require a set aside analysis.
Prior to publishing the solicitation announcement through ESOL or the FedBizOps, the appropriate coordination between the Contracting Officer and the contracting activity Small Business Specialist (SBS) must be complete and documented on the DD2579.

- Any unrestricted procurement over \$100K needs to be routed through Octavia Turner or Mary Bayard and she must concur ***Prior to publishing the solicitation announcement through ESOL or the FedBizOps***
- All acquisitions are routed to the SBS for review after the Contracting Officer has made a determination that the procurement plan is acceptable.

- Task orders placed under MACs and IQ type contracts (BOS/JOC, etc. also require the same analysis.
- A DD2579 does not have to be completed for task orders providing the analysis is documented on a memorandum for the applicable task orders.
- A review is not required if the task order is being awarded as a Small Business Set Aside, 8(a) Set Aside, or HubZone Set Aside.

- In dissolving a small business set-aside, HubZone set-aside or a procurement reserved for the 8(a) program (withdrawal), a separate DD2579 is required. (Note: ensure a copy of the original signed DD2579 is attached).
- Block 3 is the total, including all options.
- Block 14 should contain data necessary to ***support*** decision.

Signatures Comments **Thumbnails** Bookmarks

7. TYPE OF CONTRACT (X one)		8. SMALL BUSINESS SIZE STANDARD		
<input type="checkbox"/> INITIAL CONTACT		<input type="checkbox"/> NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE		<input type="checkbox"/> b. NO. OF EMPLOYEES
<input type="checkbox"/> MODIFICATION <input type="checkbox"/> WITHDRAWAL		<input type="checkbox"/> c. DOLLARS		
9. RECOMMENDATION (X as applicable)		10. ACQUISITION HISTORY (X one)		
YES	NO	(If all recommendations are "No," explain in Remarks.)		
<input type="checkbox"/>	<input type="checkbox"/>	a. SECTION 8(a) (X one)		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> (1) COMPETITIVE <input type="checkbox"/> (2) SOLE SOURCE		
<input type="checkbox"/>	<input type="checkbox"/>	b. SMALL DISADVANTAGED BUSINESS (SDB) SET-ASIDE		
<input type="checkbox"/>	<input type="checkbox"/>	c. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES/ MINORITY INSTITUTIONS (HBCU/MI) SET-ASIDE (List percentage) %		
<input type="checkbox"/>	<input type="checkbox"/>	d. SMALL BUSINESS (SB) SET-ASIDE (List percentage) %		
<input type="checkbox"/>	<input type="checkbox"/>	e. EMERGING SMALL BUSINESS SET-ASIDE		
<input type="checkbox"/>	<input type="checkbox"/>	f. EVALUATION PREFERENCE FOR SDBs		
<input type="checkbox"/>	<input type="checkbox"/>	g. HUBZONE SET-ASIDE		
<input type="checkbox"/>	<input type="checkbox"/>	h. HUBZONE SOLE SOURCE		
<input type="checkbox"/>	<input type="checkbox"/>	i. HUBZONE PRICE EVALUATION PREFERENCE		
11. SB PROGRESS PAYMENTS (X one)		12. SUBCONTRACTING PLAN REQUIRED (X one)		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
13. SYNOPSIS REQUIRED (X one) (If "No," cite FAR 5.202 exception)		<input type="checkbox"/> YES <input type="checkbox"/> NO		
14. REMARKS				

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15. REVIEWED BY SMALL BUSINESS ADMINISTRATION (SBA) REPRESENTATIVE

a. NAME (Last, First, Middle Initial)

b. SIGNATURE

c. DATE SIGNED (YYYYMMDD)

17. CONTRACTING OFFICER (X one)

☐ CONCURS☐ REJECTS

a. RECOMMENDATIONS (Document sections on reverse side)

b. NAME (Last, First, Middle Initial)

c. SIGNATURE

d. DATE SIGNED (YYYYMMDD)

16. LOCAL USE

Over \$10K

18. SMALL BUSINESS SPECIALIST (X one)

☐ CONCURS☐ APPEALS

NOTE: Any change in the acquisition plan this coordination record describes will require return for re-evaluation by the SB specialist.

a. NAME (Last, First, Middle Initial)

b. SIGNATURE

c. DATE SIGNED (YYYYMMDD)

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SMALL BUSINESS PROGRAMS

- **Follow MATRIX in determining order of precedence for setting aside acquisition.**
- **Key Points**
 - **The FAR and DFARS have not been modified to establish Parity between the 8(a) Program and HUBZone Program.**
 - **Use MATRIX as guide. As an example, if SDB goals are being met, then consider directing work to HUBZONE Program.**

- **CompDemo Programs**
 - **No construction requirements can be set aside. DOD contract awards met assigned goals.**
 - **Although COMPDemo Program precludes set asides for construction requirements, must still consider for the 8(a) Program and HUBZone Program.**
 - **A & E actions should be considered for set asides as goal not met under Program. Excluded from COMPDemo Program are housing and MILCON.**

Small Business Programs Set-Aside Precedence Matrix

Note: DD2579s are required on all actions above \$10,000.

Contract Type	Example	Dollar Threshold (Total wall options)	NISH/NIB Set-Aside (Ref. A)	8(a) Set-Aside (Ref. B)	HUB-Zone Set-Aside Note (1) (Ref. C, E, H)	VSB Set-Aside Note (2) (Ref. G)	ESB Set-Aside (Ref. D)	S (Ref. E)
Architect-Engineer	Note (4) and Ref. (H): Family housing and military construction projects	<\$2,500	N/A	(5)	(5)	(5)	(5)	
		\$2,500 to \$50,000	N/A	2nd Priority	4th Priority	3rd Priority	1st Priority	
		\$50,000 to \$85,000	N/A	1st Priority	2nd Priority	N/A	N/A	
		\$85,000 to \$100,000	N/A	1st Priority	2nd Priority	N/A	N/A	
	Note (7) and Ref. (F): Other than family housing and military construction projects. NAICS-54131, 54133, 54136 & 54137	<\$2,500	N/A	(5)	(5)	(5)	(5)	
		\$2,500 to \$50,000	N/A	2nd Priority	3rd Priority	N/A	1st Priority	
		\$50,000 to \$100,000	N/A	1st Priority	2nd Priority	N/A	N/A	
		>\$100,000	N/A	1st Priority	2nd Priority	N/A	N/A	
Construction (Ref. H)	Note (8): Subsector 236, 237 and 238 Reflects 2002 NAICS Code Changes	<\$2,500	N/A	(5)	(5)	(5)	(5)	
		\$2,500 to \$25,000	(6)	2nd Priority	3rd Priority	N/A	1st Priority	
		\$25,000 to \$100,000	(6)	1st Priority	2nd Priority	N/A	N/A	
		>\$100,000	N/A	1st Priority	2nd Priority	N/A	N/A	
Refuse Collection	NAICS Codes 562211,	<\$2,500	N/A	(5)	(5)	(5)	(5)	
		\$2,500 to \$25,000	N/A	2nd Priority	3rd Priority	N/A	1st Priority	

8(a) Business Development Program

- **For socially and economically disadvantaged businesses**
- **Must be a small business**
- **Nine year program**
- **Must be in business 2 years to apply (waiver)**
- **SBA certification is required and will be shown in ProNet.**

- **Sole source actions for services/construction under \$3,000,000 may be reserved for an 8(a) firm.**
- **Actions over \$3,000,000 must be competed among 8(a) holders.**
- **SBA allows exceptions under \$3,000,000 for competition if requirement is complex or there are many firms available.**
- **For construction requirements estimated at under \$3,000,000, the contract can be offered to any 8(a) firm, regardless of the firm's location.**

- **Construction requirements estimated over \$3,000,000 must be competed among 8(a) firms within the jurisdiction of the local servicing SBA office.**
- **For construction requirements over \$3,000,000, SBA may allow for increased participation from adjoining SBA regions or nationwide competition, depending on the scope of the work and the capabilities of local 8(a) firms.**
- **For services under \$3,000,000, the firm can be located in any area. For services over \$3,000,000, the requirement must be synopsisized in FEDBIZOPS on national basis.**

- **Follow guidelines of FAR 19.804-1. Utilize offer format or letter for requirements over \$100,000. Form is posted on the Intranet.**
- **Direct award (with two day start delay) for requirements under \$100,000.**
- **If previously set aside, SBA will normally conduct negative impact study.**

HUBZone Program

- **Purpose of the Program is to provide federal contracting assistance for qualified small business concerns located in historically underutilized business zones to:**
 - **Increase employment opportunities**
 - **Stimulate capital investment in those areas**
 - **Empower communities through economic leveraging and the “multiplier effect.”**

- **Goals are based on statutory levels. Started at 1% in 1999 and gradually increased to 3% for 2003 and each year thereafter.**
- **7500 certified HubZone small businesses in January 2003.**
- **HubZone firms are certified by SBA and are identified in PRO-Net.**
- **HUBZone Program is a national program so you cannot limit your search of firms to a local area. Recent decision confirms this position.**

- **Four requirements to be a HUBZone:**
 - **Must be a small business**
 - **Concern must be owned and controlled only by US Citizens**
 - **The principal office of the concern must be located in a HUBZone; and**
 - **At least 35% of the concern's employees must reside in a HUBZone.**

- **HubZone Set Asides**
 - **Competitive actions: Contracting officer must consider HUBZone set-asides before considering HUBZone sole source awards or small business set asides.**
 - **Must have reasonable expectations of receiving at least offers from two or more HUBZone small business concerns and awarding at a fair market price.**

- For HUBZone sole source actions, can proceed without considering small business set asides.**
 - The anticipated price of the contract, including options, will not exceed \$3,000,000 for any NAICS code except manufacturing where the dollar ceiling is \$5,000,000.**
 - The requirement is not currently being performed by a non-HUBZone small business concern;**
 - The acquisition is greater than the simplified acquisition threshold;**
 - Award can be made at a fair and reasonable price.**

Why Support HUBZone

- **Want to stimulate jobs in our poorest regions? Our poorest are hurt most by the slowed economy.**
- **Want to improve education in America?**
- **Want to reach to and embrace minorities, women, and the poor?**
- **Want to follow the law?**

Small Disadvantaged Business Subcontracting Incentive Program

- Large firms, small firms and SDBs are eligible for the incentive.
- The incentive subcontracting program is separate and distinct from the establishment, monitoring, and enforcement of SDB subcontracting goals in a subcontracting plan.

and the amount of work proposed. As a general rule, one percent is considered to be an appropriate level based on funding concerns and the availability of SDB firms. On the other hand, if the target is in an area where there are few certified SDBs, a higher percentage may be considered more appropriate to encourage the prime to seek out qualified SDB firms and assist them in getting certified by SBA.

5. Include the following provision in unrestricted negotiated acquisitions subject to the SDB Participation Program (see FAR 19.1202-2 for applicability):

SDB Participation Target \$ _____
(Contractor to insert the dollar level.)

The target includes total planned dollars under this contract that will go to Small Disadvantaged Business concerns for work that is performed in the SIC/NAICS Major Groups as determined by the Department of Commerce. A listing of the applicable SIC/NAICS Major Groups can be found at <http://www.arnet.gov/References/sdbadjustments.htm>. Participation in performance of the contract includes joint ventures, teaming arrangements, and subcontracts. If firm commitments exist with SDB firms, attach a list of those firms along with the designated SIC/NAICS Major Group.

6. DFARS Clause 219.1204 requires the Contracting Officer to include the following clauses in all relevant acquisitions:

- FAR 52.219-25 Small Disadvantaged Business Participation Program-Disadvantaged Status and Reporting

- FAR 52.219-26 Small Disadvantaged Business Participation Program-Incentive Subcontracting

According to clause FAR 52.219-26, if the contractor exceeds its monetary target for subcontracting to SDB concerns in the authorized NAICS industries, it will receive a specified percent of the dollars (chosen by the contracting officer) in excess of the

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What We Do - Plan, design, and construct shore facilities for the U.S. Navy and Marine Corps. Provide expert technical support related to environmental issues, real estate, facility maintenance, utility and energy systems, transportation, and housing.



Atlantic Division Naval Facilities Engineering Command

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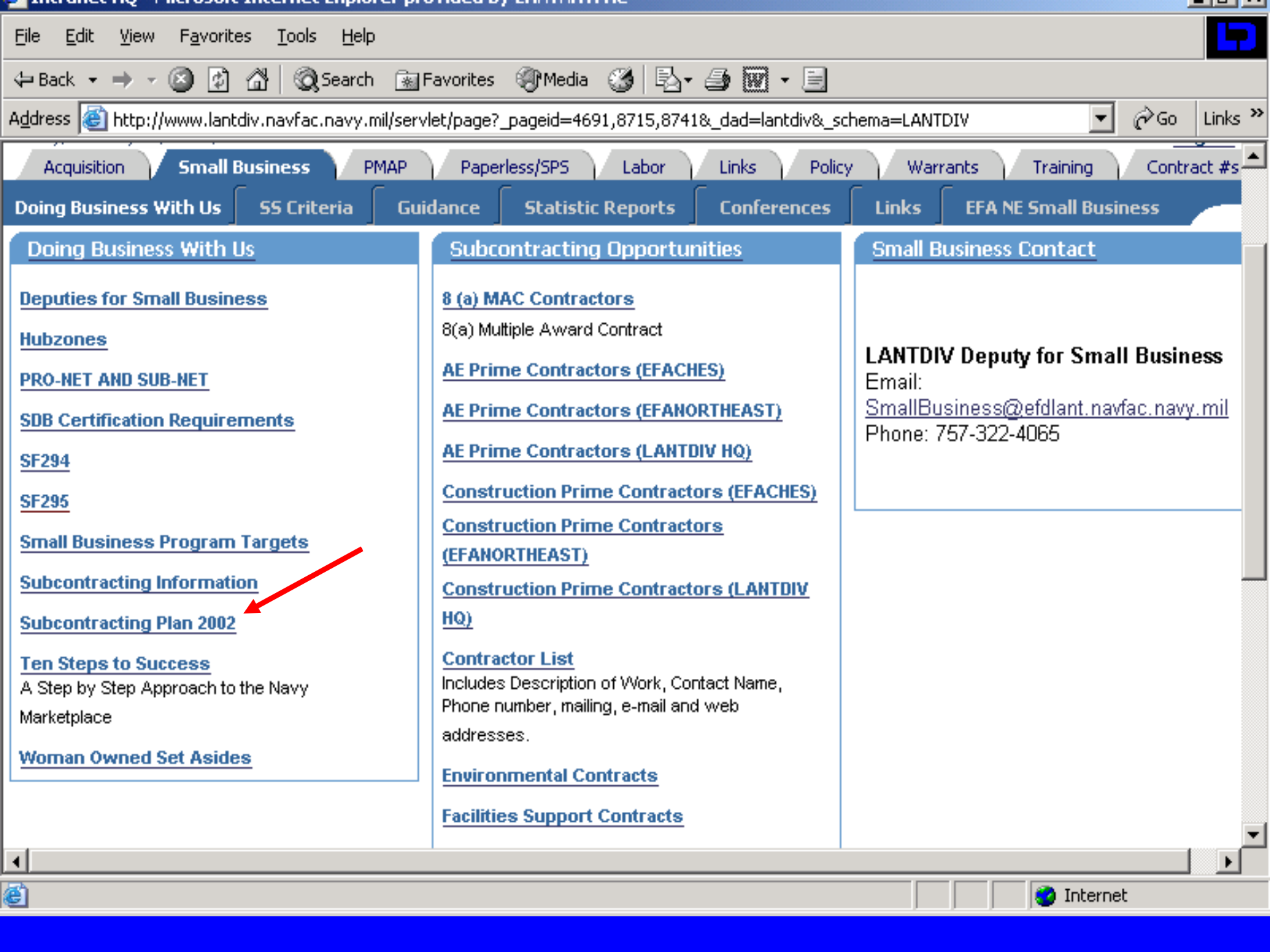
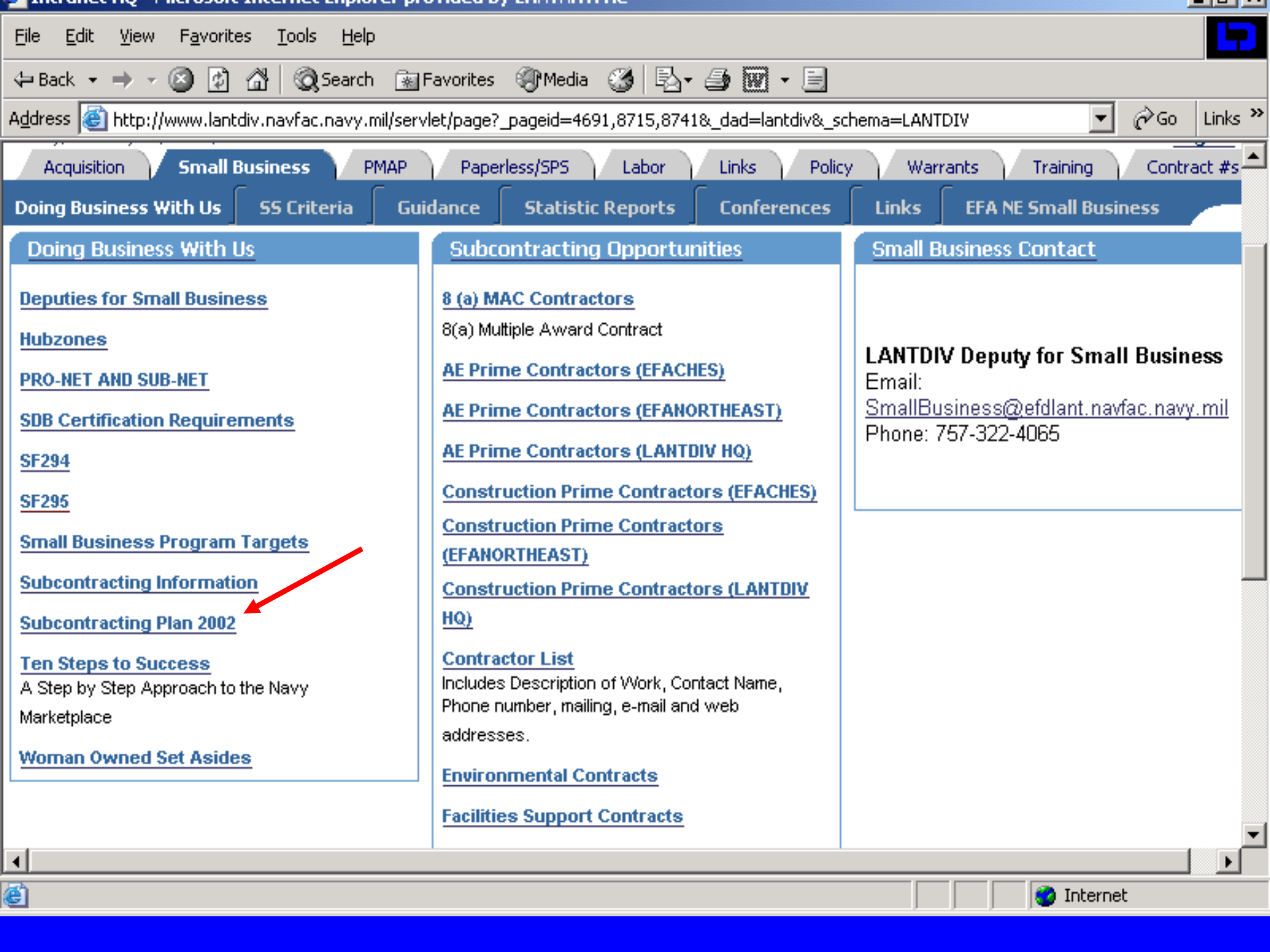
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